

DELANO UNION SCHOOL DISTRICT

Assistant Superintendent Educational Services

Job Summary:

To serve as the chief administrator to supervise the district Curriculum and Instruction Program, Student Services, and Special Education Departments. Responsibilities include all organization, planning, directing, and evaluation of staff in programs pertaining to the educational services for the District.

Required Qualifications:

1. Credential:
Appropriate Teaching Credential (multiple or single subject) and Administrative Services Credential.
2. Education:
Masters Degree or higher in education, curriculum and instruction.
3. Experience:
 1. K-8 classroom teaching experience.
 2. Successful school site administrative experience and / or District administrative experience.
 3. Successful experience with the development, implementation, and assessment of K-8 curriculum.
 4. Knowledge of sound educational practices including student assessment, educational technology, and effective language acquisition programs.
 5. Extensive experience with categorical and special programs, budgets, program mandates including program review/compliance in English Language Learners, Special Education, Migrant Education, GATE, Child Care and Preschool Programs.
 6. Experience working with a diverse student population.
 7. Experience with the State accountability system and interventions.

Essential functions of this position:

1. Provides supervision, direction, and coordinates the development and improvement of the educational programs in the district.
2. Provides direction and assistance to directors with organization and administration of the school instruction and support services programs; inclusive of Special Education, Student Support Services and all areas of Curriculum and Instruction.
3. Assists the Superintendent in the development of policies concerning the instructional program and coordinates the execution of policies.
4. Organizes and coordinates the services of the educational division including curricular and pupil personnel services relating to consultants, curriculum development and materials necessary for the guidance, health, and support services to enhance the educational programs.

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5. Organizes and administers professional staff development with the directors and administrators in relation to curriculum and instruction.
6. Oversees the district curriculum and instruction and makes recommendations to the Superintendent regarding employees in this division, including appointments, duties, salaries, and other matters affecting their employment and services.
7. Secures legal interpretation on educational instructional matters.
8. Make necessary reports and recommendations to the Superintendent in order to assist with the evaluation of the Special Education, Student Services and instructional programs.
9. Plans, organizes, and directs administrative leadership meetings designed to promote effective educational programs that will further enhance instructional strategies.
10. Oversees the effective leadership strategies to enhance instructional techniques for the Principal's Focus Committee, and supervised the coordination of training sessions that will promote leadership in education.
11. Responsible for supervision and provides direction to staff in the pursuit of additional funding through grant opportunities and partnerships.
12. Provide an ongoing assessment of the effectiveness of program evaluations, instructional strategies, and techniques.
13. Responsible for supervision of the preparation of communication, both orally and in writing, to state agencies in support of the District's pursuit for additional funding through grant opportunities and partnerships.
14. Participates in county committees and advisory groups as related to the position.
15. Assist / monitor effective intervention programs.
16. Participates as a member of the Superintendent's Cabinet.
17. Reports directly to the Superintendent.
18. Performs other duties as assigned by the Superintendent.

Other Related Functions of this Position:

1. Demonstrate a professional attitude toward parents, students, and staff.
2. Attend staff functions after regular "duty hours" as related to programs of supervision.

Employee: _____ Date: _____

Authorized representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.